

EFFECTIVE

November 1, 2002.

SUBJECT

1. New Codes
 - FAP Heat & Utility Standards
 - Reporting Status Field
2. Form Revisions
 - FIA-94, Medical Services Authorization Provider Enrollment/Other Changes
 - FIA-176, Benefit Notice
 - FIA-1171, Assistance Application
 - FIA-3688, Shelter Verification
 - FIA-4635, New Hire Client Notice
 - FIA-4635A, New Hire Employment Report

1) NEW CODES**New FAP Heat &
Utility Standards**

RFC Items - E, F, G, H, T, U and W

New fields were added to CIMS to indicate the mandatory heat and/or utility standards being used in the FAP budget. These fields will be used to update the total shelter amount during the annual standards update. A **Y** in the field indicates that the standard is being used. An **N** indicates that the standard is not being used. When LOA2 LINK is used the **Y** or **N** for the fields will be passed to CIMS.

RFC is updated to include these fields:

H = Heat and utility Standard. When a Y is entered in the field, an N is automatically entered in all the other utility fields. When N is entered, all the remaining fields must be entered with either a Y or N.

E = Non-Heat Electric Standard

F = Cooking Fuel Standard

G = Garbage/Trash Standard

T = Telephone Standard

W = Water/Sewer Standard

**New Reporting
Status Field Code**

A new Reporting Status field has been developed on CIMS. The former End Code is now the Reporting Status field. This new mandatory field requires entry of:

- **S** for Simplified Reporting, or
- **C** for Change Reporting

Edits have been built to identify incorrect benefit periods for applications and redeterminations when the group is coded as a simplified reporting group.

The new Reporting Status code was created to lower errors from incorrect certification periods.

Other changes are clarifications based on field questions.

2) FORM REVISIONS**FIA-94, Medical
Services
Authorization
Provider
Enrollment/Other
Changes**

The FIA-94 must be used to request provider enrollment/changes for all medical services authorizations (FIA-93/FIA-93A). This form is also used when a customer has moved to a different county after the FIA-93, Examination Authorization for Services, or FIA-93A, Medical Services Authorization/Invoice, was sent to the provider. Local offices no longer have access to the case once it has transferred to another office, therefore central office must complete the CIMS FEMR transaction.

The revised FIA-94 provides detailed instructions of the steps the local office must take and forms to be provided when submitting the FIA-94 to central office.

Thanks to Gertrude (Trudy) Halsey from Cass County FIA for her work on this form.

FIA-176, Benefit Notice

The instructions for the FIA-176, Benefit Notice, are revised to reflect changes in the line numbers used from the FIA-2242, Food Assistance Worksheet, and the LOA2-FAP Budget sheet to complete the shelter amounts.

Reason: The worksheets were changed to reflect the October 1, changes to heat and utility standard policy. The references needed updating.

FIA-1171, Assistance Application

The FIA-1171, Assistance Application, is revised by a workgroup composed of local office employees, central office operations and policy staff. The group solicited information from the field and the current application now being used in Minnesota.

The major changes are as follows:

- References to Food Stamps were changed to Food Assistance.

Acknowledgement Section

- A statement is added to the Acknowledgement section under item #2 advising customers that the specialist will notify the customer if their reporting requirements change. This change was made to support simplified reporting.
- A bullet regarding authorization cards is deleted under Item # 7, Acknowledgements. Authorization cards are no longer used in issuing benefits. Customers' benefits are added to their Electronic Benefit Transfer (EBT) account.

Page 1

- Page 1, question #19 asks, "Do you still have your Bridge Card?" This question is necessary when a specialist opens a FAP case to ensure the customer has a Bridge Card in order to access their benefits. If the customer has a Bridge Card from a previous benefit period, it is not necessary to issue a new card.

- Page 1, question #23 now includes a list regarding individual utilities for which the customer is responsible. The question states, "If you do not pay for heat, check utilities you pay for: Non-heat electric, Water/Sewer, Telephone, Cooking Fuel, Garbage/Trash." This question on the application coincides with similar questions on the LOA2 budget.

Page 3

- On page 3, a new question replaces the previous question regarding whether a person buys and prepares food separately. The new question asks, "Does each person in the home buy, fix or eat food with person # 1?"

Note: A yes answer indicates the person is likely to be in the group. Previously a yes to the question indicated the person may not be in the group. Remember that answers to this question are just an indicator of the FAP group composition. You must use the answers in conjunction with policy in PEM 212, **Food Assistance Group Composition**, to determine the appropriate FAP group.

- Question #20 on page 3 is expanded to add "including odd jobs".
- On page 3, question #22 under Self-Employment now asks for the dollar amount per month of gross monthly income, minus allowable federal tax deductions.

Page 4

- On page 4, Earned Income, a section is added asking for monthly pay before taxes (tips included) and monthly take home pay after taxes (tips included). This question is added to ensure correct amounts are being given.

Note: If there are not different amounts for gross income before taxes and take home pay after taxes, the customer does not understand how to report income.

Page 6

- On page 6, left column, Shelter questions are rearranged so they are all grouped together defining the customers' shelter responsibility.

Page 7

- On page 7, under Releases, "Child Support Payment Information" is inserted that states the customer authorizes the release of child support payment information from the Michigan Child Support Enforcement System (CSES).

FIA-2242, Food Assistance Worksheet

The FIA-2242, Food Assistance Worksheet has been revised. Please see PEM 556 for revisions.

Reason: To reflect the new heat and utilities policy and eliminate obsolete sections, such as assets.

FIA-3688, Shelter Verification

The FIA-3688, Shelter Verification form, has been revised to more accurately gather the data needed by staff to calculate shelter for FAP as part of the Payment Accuracy/Policy Simplification initiative.

In addition to the form revisions, the following systems changes are made as a result of the change to the form. ASSIST, rather than CIMS, will now automatically generate a local office copy of the FIA-3688 for each FAP PG when the Transfer Out CTU completes a transfer. If the new workload number is known, the new workload number will print on the form. A copy of the FIA-3688 will be sent to the customer and a second copy to the newly assigned specialist.

If a customer moves to a new address but, not out of the county/district, a new field will be available on the ADDRES Screen in ASSIST that will allow the specialist to locally print two copies of a prefilled FIA-3688. A copy of the FIA-3688 can be sent or given to the customer and a second copy to the specialist.

**MANUAL
MAINTENANCE
INSTRUCTIONS****Changed Items (content changes) ...**

RFC E
RFC F
RFC G
RFC H
RFC O
RFC R
RFC T
RFC U
RFC W
RFF 94
RFF 176
RFF 1171
RFF 3688
RFF 4327
RFF 4635
RFF 4635A

Changed Items (link changes only) ...

RFF 13
RFF 93
RFF 93A
RFF 104
RFF 138
RFF 634
RFF 689
RFF 849
RFF 849T
RFF 1002
RFF 1009
RFF 1111-5B
RFF 1143
RFF 1181
RFF 1182A
RFF 1291
RFF 1440-1
RFF 1440-2
RFF 1440A
RFF 1440B
RFF 1440C

**RFF 1440D
RFF 1440E
RFF 1440F
RFF 1441G
RFF 1582
RFF 1582CS
RFF 1582TR
RFF 1801
RFF 2157
RFF 2355X
RFF 2362
RFF 3205
RFF 3955
RFF 3955A
RFF 3975
RFF 4358A
RFF 4358B
RFF 4358C
RFF 4358D
RFF 4630
RFF 4663
RFF 4674
RFF 4674A
RFF 4681
RFF 4684
RFF 4685
RFF 4702
RFF 4742**